



# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b>  12-129	<b>PAGE NUMBER</b>  1 of 8
		<b>SUBJECT:</b>  <b>SECURITY AND CONTROL: Clothing &amp; Linen Issue; Inmate Hygiene and Appearance</b>	
<b>Approved By:</b>  <b>Secretary of Corrections</b>		<b>Original Date Issued:</b>	<b>04-17-98</b>
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## POLICY

Inmates shall be provided adequate clothing which is suitable to climatic conditions and work assignments, access to appropriately maintained facilities. (ACO 2-CO-4D-01, ACI 3-4317) Clean, suitable bedding and linen shall be provided with provisions of cleaning or exchange at least weekly. (ACI 3-4321)

Inmates shall be allowed limited freedom in personal grooming which shall be consistent with procedures established to provide minimum personal appearance and hygiene standards appropriate to ensure safety, security, hygiene, and identification. (ACI 3-4270, NCCHC P-49) Inmates shall be permitted to possess only those items of personal clothing which are authorized in IMPP 12-120. Sunglasses shall not be worn inside buildings unless prescribed by the facility health authority.

Inmates shall be prohibited from altering from the original state any item of clothing issued or approved as personal property without the approval of the warden or designee.

## DEFINITIONS

Cold weather season: That period when special issue clothing items may be distributed, generally between September 15th and April 15th, with modifications for unusual weather at the discretion of the Warden.

Standard inmate clothing: Those items of wearing apparel issued to each inmate.

Special inmate clothing: Those items of wearing apparel issued to inmates either in addition to or in lieu of standard inmate clothing based upon each inmate's current work assignment.

Weather protective clothing: Clothing suitable and adequate to protect the inmate from climatic conditions and duty assignments, including protection from the cold during cold weather season and from the rain, including adequate rain gear when moving from building to building. This clothing shall include coveralls and rain gear.

## PROCEDURES

### **I. Standard Issue of Clothing Items (ACO 2-CO-4D-01)**

#### **A. Standard Inmate Clothing - Male Inmates**

1. Except as provided by I.A.2., I.A.3., I.A.4. and I.A.5. of this IMPP, the following items of apparel shall be issued to male inmates:
  - a. White under-shorts;
  - b. White T-shirts;
  - c. White socks;

- d. Blue denim trousers;
  - e. Blue, short or long sleeve, button front shirts, with breast pocket;
  - f. Brown or black brogan style boots;
  - g. Navy blue web belt with detachable military style buckle; and,
  - h. Blue denim 3/4 length jacket with blanket lining, in season.
2. Male inmates housed at the El Dorado Correctional Facility – Reception and Diagnostic Unit or female inmates housed at the Topeka Correctional Facility for evaluation/assessment purposes shall be provided with the following items of apparel:
- a. White under-shorts for males, underpants for females;
  - b. White T-shirts;
  - c. Red two-piece uniforms or one-piece coverall;
  - d. White socks;
  - e. Tennis shoes or "croc" style plastic shoes; and,
  - f. Blue denim 3/4 length jacket with blanket lining, in season.
3. All inmates housed at Ellsworth Correctional Facility shall, in addition to standard issue clothing, be issued one pair of yellow shorts for use in the gym, exercise yard and in the inmate's assigned living unit.
- a. In lieu of the issued yellow shorts, gray shorts may be purchased by inmates of ECF through the facility canteen, with the existing pair(s) of yellow shorts in their possession being returned to Receiving and Discharge prior to their purchase of the gray shorts.
4. Inmates participating in work release programs, per IMPP 15-101, shall not be issued clothing but shall be permitted to wear personal clothing as specified by facility general orders.
- a. This shall not preclude the issue of suitable "civilian" clothing to be worn until personal clothing can be obtained.
- B. Standard Inmate Clothing - Female Inmates
1. The following items of apparel shall be issued to female inmates:
- a. Underpants;
  - b. White Brassieres;
  - c. Nightgown;
  - d. White Socks;
  - e. Blue denim or Navy Blue twill, or Hunter Green twill trousers
  - f. Navy Blue or Hunter Green shorts
  - g. Blue or Rose short sleeve, button front or pull over blouses with breast pocket;

- h. Brown or black brogan style shoes;
- i. Navy blue web belt with detachable military style buckle; and,
- j. Blue denim 3/4 length jacket with blanket lining, in season.

## **II. Special Issue Clothing Items**

### **A. Weather Protective Clothing (ACI 3-4317)**

- 1. Adequate weather protective clothing, suitable to climatic conditions and work assignments, shall be made available to all inmates.
- 2. Weather protective clothing may be provided in any of the following manners:
  - a. Issued as a part of the standard inmate clothing issue pursuant to sections I.A. and I.B. above, with the inmate retaining the clothing throughout the period of confinement at the issuing facility;
  - b. Issued as special inmate clothing pursuant to section II.B. below, with the inmate retaining the clothing for the duration of the special job assignment; or,
  - c. Issued for temporary situational use by the inmate during the period of inclement weather.
- 3. The manner of distribution of weather protective clothing shall be determined by the warden, consistent with the facility's physical plant and the nature of movement and activities at the facility that expose inmates to the weather elements.

### **B. Special Clothing for Inmate Work Details (ACI 3-4318)**

- 1. Inmates assigned to food service or clinical/administrative porter jobs shall be issued either a white jumpsuit or:
  - a. White short sleeve, button front shirt/blouse with breast pocket and white trousers; or,
  - b. White apron to be worn with a T-shirt and blue jeans..
- 2. Inmates assigned to outdoor job assignments shall be issued either predominantly red or clear colored weather protective outer clothing and a cap/hat in addition to the standard clothing
- 3. Except for minimum custody inmates, red caps shall be required wear for all inmates assigned to outdoor job assignments. Red caps shall be required for minimum custody inmates when working outside the secured perimeter. Such caps may be issued to other inmates at the discretion of the warden.
- 4. Facilities shall only purchase red caps and other outer clothing as necessary to ensure compliance with this policy.
- 5. Except as indicated below, red insulated coveralls may be issued to inmates as dictated by weather conditions.
  - a. Any coveralls issued to offenders housed at the Topeka Correctional Facility (TCF) shall only be either tan or brown in color.

- b. All facilities, with the exception of TCF, shall only purchase red coveralls to ensure compliance with this policy.
  - 6. Protective footwear may be provided when determined necessary in certain job assignments.
    - a. Slip resistant soles shall be provided to inmates working in food service.
- C. Segregation Clothing
  - 1. Except for those inmates classified as being in Administrative Segregation for orientation purposes or for placement in an Intensive Management Unit (IMU), all inmates housed in Administrative or Disciplinary Segregation shall be attired in a distinctively colored uniform that sets them apart from other members of the inmate population.
  - 2. Inmates classified as being in Administrative Segregation for orientation purposes shall be attired in a distinctively colored uniform that sets them apart from other members of the inmate population.
- D. Transportation/In-transit Clothing
  - 1. All inmates being transported by KDOC personnel as a part of an inter-facility transfer shall be attired in orange attire.
  - 2. An orange uniform may be utilized for any transportation/escort situation at the discretion of the facility warden.
  - 3. The orange uniform shall not be utilized for any purpose other than transportation/in-transit attire.

### **III. Clothing Issue Procedures and Quantities**

- A. Each warden shall ensure that the annual budget request for inmate clothing is in accordance with issued budget preparation instructions.
- B. The quantities of clothing items issued shall be determined by the amount of funds actually appropriated for inmate clothing.
  - 1. In the event that the budget appropriation is insufficient to enable the purchase of clothing in the quantities upon which the budget request was made, wardens may reduce the quantity of clothing purchased accordingly.
  - 2. While it may be necessary to reduce the quantity of clothing purchased, there shall be no deviation in the type of clothing purchased.
- C. There shall be an accurate record established and maintained which reflects the description and quantity of clothing issued to each individual inmate.
- D. Upon inter-facility transfer or authorized release, all state issued inmate clothing shall be returned to the point of issue and quantities returned shall be checked against issue records.
  - 1. Facilities shall return the tennis shoes or "croc" style plastic shoes (Sec. I.A.2.e.) worn by inmates transferred from TCF-RDU or EDCF-RDU to the clothing issue office of the appropriate facility when the inmate is received.

### **IV. Maintenance, Care And Wearing Of Clothing**

- A. All clothing shall be issued to fit properly and shall be clean and in good repair when issued.  
(ACI 3-4317)
- B. Trousers shall be worn fully fastened and zipped, and trouser legs shall be hemmed.
- C. Shirts shall be buttoned except for the collar button.
- D. Except as otherwise specified below, all shirts shall be worn tucked into the trousers.
  - 1. Inmates may wear their shirts untucked when present within their living unit or while engaged in approved recreational activity.
  - 2. T-shirts shall not normally be worn as an outer garment except:
    - a. At times of extreme heat when approved by a detail supervisor; or,
    - b. During recreation or leisure time activities.
- E. While inmates are on work assignments or participating in programs of vocational education, academic education, or treatment-type programs, only standard issued clothing shall be worn (see sections I.A. and I.B. above), except that:
  - 1. Personal tennis shoes and/or boots may be worn unless the wearing of such footwear presents a safety hazard. Each warden shall determine the situations that involve a safety hazard.
  - 2. Personal clothing may be worn on job assignments established under the provisions of IMPP 10-125 or any other job assignment authorized by the Secretary of Corrections, provided that the wearing of such clothing is mutually agreed to by the warden and designee of the agency/organization for which the labor is provided.
    - a. In those situations where the wearing of personal clothing is preferred, but the inmate is not permitted to possess personal clothing per IMPP 12-120, the warden shall have the discretion to accommodate the situation and implement a mutually agreeable alternative with the agency/organization involved.
- F. During warm weather months, red ball caps shall be worn by all minimum custody inmates working outside the secured perimeter. During cold weather months, only red stocking caps may be substituted for the red ball cap.
  - 1. The cap brim shall be worn face forward, and shall be bent neither upward or downward.
  - 2. Caps shall bear no writing nor facility designation.
  - 3. Ball caps or stocking caps shall not be worn in program areas or living units, except as required for safety purposes as determined by the warden.
- G. Footwear shall be worn fully on the foot, fully laced and fastened.
  - 1. Footwear shall be polished and kept in good repair at all times.
- H. Belts shall be worn at all times.
- I. Items of clothing that would otherwise be permitted but, when worn, are considered immodest or provocative shall not be allowed.

1. The warden shall be responsible for determining the appropriateness or inappropriateness of any item of clothing and the warden's decision shall be final.
- J. Inmates shall not be permitted to alter standard inmate clothing or special issue clothing in any fashion.
  1. Trousers shall not be tucked, rolled, pleated or bloused.
- K. Unless personal clothing is permitted at the facility, standard inmate clothing (per Section I) only shall be worn during visitation and during escorted trips from the facility.
  1. The wearing of personal or recreational issue clothing during these times shall be prohibited.
  2. The exception shall be rain gear, which shall be permitted for use as necessary to move from building to building within the facility, or to the destined location outside the facility, if the weather requires.
    - a. Rain gear shall be permitted for use on such occasions whether issued as standard inmate clothing, special inmate clothing or temporary issuance, pursuant to section II.A. above.
- L. Any staff observing inmates in ill fitting, torn, or otherwise unsuitable clothing shall make a report to the inmate's Unit Team. The Unit Team shall take such action as is necessary to resolve the problem.

**V. Bedding and Linen Supplies (ACO 2-CO-4D-01, ACI 3-4321)**

- A. Inmates shall be issued usable, suitable, clean bedding and linen, including towels, two (2) sheets, a pillow and pillowcase, one mattress, and sufficient blankets to provide comfort under existing temperature conditions.
- B. At least weekly towels, sheets and pillowcase shall be exchanged for a clean issue of the same.
  1. Blankets shall be exchanged and/or cleaned as needed.

**VI. Personal Hygiene and Bathing Standards (ACO 2-CO-4D-01, ACI 3-4270, NCCHC P-49)**

- A. In accordance with KAR 44-12-102, each inmate shall be required to shower or bathe at least once per week.
- B. Wardens shall establish general orders whereby all inmates, including those in administrative or disciplinary segregation, shall be permitted to shower and shave no less than three times weekly.
  1. Showering for inmates in administrative or disciplinary segregation may be less than three times per week if valid security risks exist, as determined by the warden.
- C. When possible, daily bathing shall be permitted and encouraged.
- D. Inmates shall brush their teeth a minimum of once a day.
- E. All inmates shall keep themselves, including their clothes, neat and clean as conditions permit.

**VII. Inmate Hair Standards**

- A. In accordance with KAR 44-12-106, inmates shall keep their hair neat and clean and follow reasonable safety standards. (ACI 3-4270, 3-4325)
  - 1. Inmates assigned to foodservice shall wear hats or hairnets at all times while on duty.
    - a. Inmates assigned to food service shall trim their facial hair to no more than 1" in length.
    - b. All inmates with beards assigned to food service shall wear facial masks.
      - (1) Inmates with mustaches shall not be required to wear facial masks; but the mustache must be trimmed to no more than 1" in length per subparagraph a., above.
  - 2. Inmates assigned to industrial or other work assignments shall maintain their hair in a manner which will not create a safety hazard, in accordance with Occupational Safety and Health Agency (OSHA) requirements.
- B. Hair care services, which comply with applicable health requirements, shall be available to all inmates. (ACO 2-CO-4D-01, ACI 3-4325)
  - 1. Work release inmates may be required to pay for and obtain hair care services in the community.

#### **VIII. Inmate Identification Badges**

- A. Inmates shall display the identification badge in accordance with procedures established by IMPP 12-131.
- B. Work release inmates placed in independent work release centers shall not be required to display or wear identification badges either on the facility grounds or outside the facility. Such inmates shall be required to carry identification badges on their person off and on facility grounds.
  - 1. Inmates in a work release program that is not at an independent work release center shall be required to wear identification badges while on facility grounds. These inmates shall not be required to wear identification badges while off facility grounds, but must have identification badges on their person while off facility grounds.
- C. Pursuant to IMPP 10-125 it shall be within the discretion of the warden of the facility where the inmate is housed and supervising staff of the agency where the inmate is placed in a job to determine whether the inmate shall wear the identification badge, or whether the inmate shall carry the identification badge on his/her person, per procedure VIII.B.1. above, while off facility grounds and working.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to either employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are considered to be compliant with all applicable Federal statutes and/or regulatory requirements. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

**REPORTS REQUIRED**

None.

**REFERENCES**

KAR 44-12-102, 44-12-106  
IMPP 10-125, 12-120, 12-131, 15-101  
ACO 2-4D-01  
ACI 3-4270, 3-4321, 3-4325, 3-4318, 3-4317  
NCCHC P-49

**ATTACHMENTS**

None.